



San Miguel County

Human Resource Office

Eileen Sedillo, Director

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4
Max Trujillo, District 3 | Kenneth Medina, District 5 | Bernadette Baca, District 2
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for an **Administrative Assistant** in the Information Technology/ Rural Addressing Office. The Administrative Assistant provides a variety of routine clerical and administrative work and requires the exercise of independent judgment and action to provide assistance to the Information Technology and Rural Addressing Director and staff. This position requires the understanding of government procurement processes, knowledge of state contracts, databases, account creation/modification/deletion, all county ordinances, regulations and state guidelines for land use, zoning and permitting. These skills and abilities will be obtained while performing the duties and functions required of this position.

Salary Range 24: **\$31,198.00 - \$38,998.00**


Status: Full Time position

FLSA: Non Exempt

Deadline for application: July 26, 2024

Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at 500 West National, Suite 202 or on the San Miguel County website at www.co.sanmiguel.nm.us

San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Joy Ansley, County Manager

7.10.24
Date


Eileen Sedillo, Human Resource Director

7.10.2024
Date

Published: _____, 2024



San Miguel County

INFORMATION TECHNOLOGY/ RURAL ADDRESSING ADMINISTRATIVE ASSISTANT

STATUS: Full Time position
FLSA: Non-Exempt

Position Summary:

Under the direct supervision of the San Miguel County Information Technology Director; this position provides a variety of routine clerical and administrative work and requires the exercise of independent judgment and action to provide administrative assistance to I.T./Rural Addressing Director and staff. This position requires the understanding of government procurement processes, knowledge of state contracts, databases, account creation/modification/deletion, all county ordinances, regulations and state guidelines for land use, zoning and permitting. These skills and abilities will be obtained while performing the duties and functions required of this position.

Essential Duties and Responsibilities:

- Principles and practices of effective customer service and customer-oriented telephone etiquette;
- Must be willing to learn new tasks and be adaptable to changes in the workplace;
- Handle stress effectively without it interfering with performance and ability to multitask;
- Ability to accept guidance and follow direction;
- Work both independently and cooperatively with County staff to complete assigned tasks within set time schedules;
- Organize, set priorities, and exercise sound independent judgment;
- Communicate clearly and effectively, both orally and in writing;
- Maintain strict confidentiality of privileged information.
- Office administrative practices and procedures, including file, document management procedures and practices.
- Experience with creating and maintaining Excel spreadsheets, databases, and utilizing other software to create documents; must be willing to learn any other equipment/software needed to adequately and properly perform duties required.
- County administrative policies and procedures applicable to areas of assigned responsibility, including the requisitioning and purchasing of equipment and supplies and maintenance of public records.
- Relieves the Director and the IT/Rural Addressing Department of a variety of administrative detail;
- Answers phones, redirects incoming calls, and distributes mail;
- Provides general administrative assistance to all staff;
- Types, proofreads, and edits content of documents;
- Prepares, updates, and maintains applications forms and other departmental forms;
- Organizes and maintains department's filing system including forms, applications, plans, and reports;
- Assists constituents to complete applications for permitting, zoning and development, claim of exemptions, conditional use applications, home occupation applications, temporary use permit applications and others as assigned;
- Helps maintain and keeps user database up to date across multiple programs and software.
- Helps track renewal dates and contracts for multiple software and maintenance agreements,
- Makes necessary arrangements for conferences, meetings, commission meetings;

- Attends, maintains inventory of end user technology assigned to employees;
- Assists in meeting preparation for Commission and Board meetings;
- Maintains orderly flow of appointments, relays instructions and information to other County or government officials;
- Prepares requisitions, receiving reports, payment requests for reimbursement; and performs additional duties related to the above as may be required.
- Regular attendance is required.

Knowledge, Skills and Abilities:

- Knowledge of public and business administration; of the principles of organization; fiscal, and property management; of data collection and report writing; of computer assisted systems supporting the office;
- Knowledge of and ability to explain technology forms and processes;
- Knowledge of County administrative policies and procedures applicable to areas of assigned responsibility, including the requisitioning and purchasing of equipment and supplies;
- Ability to perform administrative tasks accurately and rapidly; to coordinate and supervise the administrative support services assigned; to coordinate work with other County units; to provide administrative direction; to interpret policy to employees; to train employees; to understand technical terms and phrases; to undertake project assignments;
- Strong customer service skills and the ability to work in high pressure circumstances in dealing with the public, co-workers and County officials;
- Communication skills both verbal and written are necessary; and the ability to follow verbal and written instructions;
- Ability to work independently or with others, maintaining a professional attitude with the public, co-workers and County officials.

Qualifications:

- High school diploma or equivalent, plus any combination of college education and/or experience in business or public administration or in the field of administrative support capacity totaling three (3) years.
- Must have a valid NM Driver’s license

Working Conditions:

Work is generally performed in an office setting. May be required to lift or push up to 50 lbs. Travel time may be required.

Physical Requirements:

Primary Work Positions: Sitting 65%, Standing 15%, Walking 10%, Lifting 10%, Kneeling 5%, Squatting 5%, Driving 5%

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY

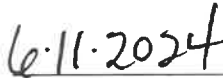
COMMISSIONERS: June 11, 2024

COUNTY MANAGER



HUMAN RESOURCE DIRECTOR

DATE



DATE

INFORMATION TECH DIRECTOR

DATE

EMPLOYEE

DATE